Department of Immunization, Vaccines and Biologicals (IVB)  
Expanded Programme on Immunization (EPI)  

Terms of Reference for Consultant  
Data Management  

Deadline for application: 20 April 2019  

Purpose of the Consultancy  
The purpose of this consultancy is support the management, review and analysis of the immunization data collected from WHO Member States through the annual data collection mechanism referred to as the Joint Reporting Form (JRF) and to participate in activities required under the JRF workstream of the WHO Immunization Information SystEm (WIISE) project.  

The consultancy is proposed for a duration of one year from 1 July 2019 through 30 June 2020.  

Background  
Since 1998, in an effort to strengthen collaboration and minimize the reporting burden, the World Health Organization (WHO) and the United Nations Children’s Fund (UNICEF) jointly collect information through a standard questionnaire (the Joint Reporting Form - JRF) sent to all Member States. 

The form which is coordinated and maintained by WHO headquarters (Geneva, Switzerland) and UNICEF headquarters (United Nations, New York), is distributed to all their Member States. Once completed by national immunization programme staff in collaboration with WHO and UNICEF country office counterparts, the forms are returned to WHO, Geneva and/or UNICEF, New York by mid-April.  

The immunization system performance data are collected for a calendar year, January through December. After forms are received by WHO and UNICEF, data are extracted, reviewed for completeness and consistency and queries are sent to countries to clarify missing information and inconsistencies. The nationally-reported immunization performance data are then made publicly available on the WHO website and used for various analysis and reports.  

WHO is transitioning to a new platform for data storage and data collection during our next data collection cycle. Therefore, additional resources are needed to be able to support and test the new systems and maintain the old systems in order to ensure a successful transition. The candidate will be tasked with providing additional support to the data management team for a smooth transition.  

Work to be performed  
1: Test data entry tools prior to next data collection cycle.  
2: Extract and collate the data collected through the JRF.  
3: Assist with data validation, which includes close collaboration with various stakeholders.  
4: Produce visuals (graphs, maps,...).  
5: Participate in testing the new information system.  

Specific requirements
- **Qualifications required:**
  Advanced university degree in Public Health, Epidemiology, Infectious Diseases, Health Policy, Bio Statistics or another related field.

- **Experience required:**
  At least one year’s experience in immunization data management and analysis.

- **Skills / Technical skills and knowledge:**
  - Knowledge of vaccine-preventable diseases and immunization information systems.
  - Skilled in Microsoft Access.
  - Proven analytical skills.
  - Ability to work independently as well as coordinating and engaging with persons from a multicultural environment.

- **Language requirements:**
  English – Read/Write/Speak at advanced level

**Place of assignment**
The applicant will be required to work from the WHO headquarters office, in Geneva, Switzerland.

**Timeline and Duration**
The contract is expected to start on 1 July 2019 through to 30 June 2020 and corresponds to a full-time equivalent of 100%, with possibility for extension. Pay scale will be defined according to the level of expertise of the selected candidate.

**Medical clearance**
The selected Consultant will be expected to provide a medical certificate of fitness for work.

**Travel**
The Consultant is expected to travel according to planned travel to be decided by the Team at a later stage.

**Application Process**
Qualified applicants should submit their CV along with a cover letter, in English, by the 20th April 2019 to Laure Dumolard at email: dumolardl@who.int. Applications received after this date will not be accepted.

In the email subject line, please put “Consultancy, Data Management”.

Only successful candidates will be contacted. CVs received from this posting may be used to fill other current and future openings requiring a similar skill set.

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